

## Job description

Job Title: Compliance and Transparency Officer

Directorate: Electoral Administration and Regulation

Responsible to: Compliance and Transparency Manager

Responsible for: N/A

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## Job Purpose

To help the delivery of proactive and reactive advice to parties and other campaigners, and to ensure that all statutory reports from political parties and others are processed and published by the Commission in a clear, accessible and intelligible manner, and to check whether the reports comply with legislation.

## Key Accountabilities

Accountability	%
<ul style="list-style-type: none"> <li>Ensuring political parties and other regulated individuals and organisations are aware of reporting deadlines and they submit statutory reports on time.</li> </ul>	20
<ul style="list-style-type: none"> <li>Assisting with receiving, logging, filing and publishing statutory returns received from the political parties and other campaigners to strict deadlines.</li> </ul>	30
<ul style="list-style-type: none"> <li>Analysing reports and using and maintaining the database of electoral registers to highlight any potential areas of non-compliance.</li> </ul>	20
<ul style="list-style-type: none"> <li>Preparing issues of non-compliance for review by senior staff for potential regulatory action.</li> </ul>	20

<ul style="list-style-type: none"> <li>• <i>Participating in new methods and processes for compliance work with parties and other campaigners, including the conduct of reviews of financial compliance procedures and controls.</i></li> </ul>	10
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## Key Working Relationships

The post-holder will liaise with colleagues across the Commission as necessary in order to ensure the effective management of the responsibilities of the post. The post-holder will be a first point of contact for advice relating to political party, campaigner and candidate compliance and reporting issues.

## Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
<b>Specialist knowledge and experience</b>	<p><b>Educated to a minimum of GCSE/'O' level standard or equivalent or equivalent relevant experience</b></p> <p><b>Experience of working with financial data and an ability to identify difficulties in reported data</b></p> <p><b>Intermediate level of IT skills including MS Excel, Word, and Outlook</b></p> <p>Experience of analysing returns and highlighting potential issues and areas of non-compliance</p>	<b>E</b>	<b>A</b>

<b>Delivering results</b>	<b>A strong commitment to meeting deadlines</b>	<b>E</b>	<b>I</b>
	<b>Experience of working to tight deadlines with a high level of accuracy</b>	<b>E</b>	<b>I</b>
<b>Problem solving</b>	<b>Experience of problem solving with the ability to handle the collation and presentation of data following a number of different requirements for different systems</b>	<b>E</b>	<b>I</b>
<b>Planning</b>	<b>Experience of and the ability to plan effectively in a highly scheduled role</b>	<b>E</b>	<b>I</b>
<b>Communication</b>	<b>Good oral communication and interpersonal skills</b>	<b>E</b>	<b>I</b>
	<b>Good written skills</b>	<b>D</b>	<b>A</b>
<b>Team working</b>	<b>Experience of and ability to work flexibly both with limited supervision and as part of a team</b>	<b>E</b>	

A-application and CV      I-interview      T-test

Job Description and Person Specification last updated:   7  /  3  /  2025        By: Martin Car